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LOGISTICS SERVICES DIVISION  
WEEKLY REPORT  
PERIOD ENDING 25 MAY 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

No items this reporting period.

II. Items/Events of Major Interest:

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a. Assignment of Additional Courier: For security reasons and due to the large volume of bulk material being delivered to the Office of Development and Engineering Registry on the second floor of [ ] effective 23 May 1983 an additional courier was assigned to this operation. There are no elevators in this building, and one courier must remain with the vehicle while two couriers are needed to carry the heavy bulk material to the second floor. [ ]

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b. Transportation: Limousine service is being provided for a VIP visitor [ ] from 21 through 27 May. [ ]

d. Carpet Installation: On 19 May approximately 150 square yards of carpeting were installed in Key Building for the Foreign Broadcast Information Service. [ ]

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e. Response to General Inspection of Headquarters Building: To date, approximately 108 requests for minor services have been received in Space Maintenance and Facilities Branch in response

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to the general inspection of the Headquarters Building. Of these, 88 have been submitted to GSA for their action. GSA has advised that they now have SLUC funds available and will process these requests against the SLUC account.

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f. Removal of Dead Tree: A dead 70-foot oak tree just outside the perimeter fence in front of the Headquarters Building was cut down by the Fairfax Tree Service on 20 May, less than 24 hours after they were contacted.

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g. Major Renovations: The carpenters worked overtime this past weekend to remove approximately 17 feet of masonry wall in Rooms 1F-005/023 Headquarters Building and are proceeding to construct seven rooms in this area for the Office of Security.

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j. Office of Central Reference (OCR) Theater Complex Renovations: In response to a request to provide a package of appropriate products and finishes to be used in the renovation of the OCR Theater complex (Rooms 1E66-76 Headquarters Building), the Interior Design Consultant presented a plan for the rehabilitation of the existing seats, installation of sound-absorbing wall material, and a unified color plan for coordinating carpeting, drapery, wall coverings, and seat finishes. The proposal was accepted, and requisition are being prepared.

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III. Significant Events Anticipated During the Coming Week:

No items this reporting period.

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